

INSTRUCTIONS TO CANDIDATES

01 post Private Secretary, Commission for Agricultural Costs and Prices CACP, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare

Computer Based Skill Test, 2022

1. The Skill Test will be conducted at Delhi Centre only.
2. The candidate's Roll Number for appearing in the Skill Test is the same as given in the admit card.
3. The candidate should report at the entrance of the Examination Centre by 08.15 A.M on 27.11.2022. The Entry at the Main Gate will be closed at 09.15 AM.
4. The candidates will have to opt for their choice of language for dictation/transcription, at the time of registration on the day of skill test.
5. Request for change in time-table/ grouping / Test Centre will not be entertained.
6. The dictation will be provided to the candidates either manually or through Recorded sound played over Public Address system.
7. The candidate will have to transcribe their shorthand notes on their allotted Computer (PC) which will be provided at the Examination centre by the Commission. However, He/She should bring his/her pencil, pen, eraser and any other essential stationery item for the Skill Test. The Commission will provide blank shorthand note book for taking notes. Suitable arrangements will be made for taking "print outs" of the transcribed matter.
8. The time allowed for dictation, review of dictation and transcription is as follows:-
SHORTHAND TEST/SKILL TEST (ENGLISH/HINDI MEDIUM AT `100' WORDS PER MINUTE)

I) Dictation	10 Minutes
II) Review of Dictation	10 Minutes
III) Transcription (English)	40 Minutes
IV) Transcription (Hindi)	55 Minutes
9. The Candidates who have opted for Hindi Skill Test, both "REMINGTON" and "INSCRIPT" type keyboards will be provided as per the option exercised at the time of registration. Option once exercised by candidates will not be changed at a later stage.
10. Any unruly behaviour / disturbance at the Centres for the Skill Test will be viewed seriously and may entail disciplinary proceedings against the concerned candidates.
11. Candidates will also be provided with familiarization mock-drill before the actual test during which technical help will also be provided wherever, necessary. Any problem / technical issues

should be brought to the supervisor's notice during the familiarisation process itself. Once the actual test starts, objections will not normally be entertained.

12. If a candidate completes his/her transcription before the allotted time, he/she will be allowed to read or make corrections in his/her transcription on the screen itself. Once the allotted time period is over, the transcription will be automatically submitted.

13. The candidate should transcribe the shorthand notes on the Computer (PCs). Under no circumstances will he/she be allowed the help of a scribe to transcribe the shorthand notes.

14. Candidates are expected to comply strictly with the procedures and modalities of administration of the dictation and transcribing, as directed by authorised officials at the examination venue.

15. Candidates may note that the computers (PCs) on which transcribing is to be done are meant to record their keystrokes faithfully and accurately, akin to manual typewriter. Accordingly, features such as 'copy'; 'cut' and 'paste'; 'move' of characters / words / lines once typed; autocorrect; spell check; etc. will be disabled in the machines provided. Adequate care may, therefore, be taken in transcribing all characters.

16. For shorthand notes, the Commission will provide blank shorthand note book for taking notes. The candidate should write his/her Roll Number both in words and in figures in his/her own hand, in the space provided. The shorthand notes should be attached with signed copy of the transcription and submitted at the examination lab.

17. A candidate using more than one sheet should securely fasten the entire sheets together. Where required, the candidate should indicate in the relevant columns the number of sheets used by him/her and the sheet number on each sheet he/she has used.

18. Candidate should not tear any sheet given to him/her.

19. In the shorthand notes and transcription, the candidates must not write any irrelevant matter.

20. Each Candidate will have to sign the print out of the transcription before leaving the Examination Hall. If any candidate fails to sign his / her transcript, his / her examination will not be considered for evaluation. The candidate after finishing the Test should remain at his/her desk, maintain silence until the signed shorthand notes and transcription sheets are collected. The waiting time may be upto one hour. He/She must not type, write or erase after expiry of the allotted time.

21. Candidates should not bring any other article such as Calculator, Books, Notes, Loose Sheets, Log Table, Slide Rules etc. or any type of communication devices like Pager, Phones, Cordless Phone etc. into Examination Centre.

IMPORTANT NOTES

1. You must note that your admission to the Skill Test is strictly provisional and that mere issue of e-admit card for the Test does not imply that you have satisfied all the conditions of eligibility. You must also note that if subsequent to the issue of e-admit card, ineligibility is detected at any stage on the basis of conditions prescribed in the Commission's Notice for the test, or any additional information/documents called for at any stage, are not complied with within time prescribed therein, you will not be allowed to take the Skill Test and/or considered for interview even if you have appeared at the proficiency test. Your candidature will be liable to be cancelled in such a case.

2. Mere passing of the above Skill test does not entitle any candidate to be summoned for interview. Some more clarification/proof etc. can be required from them. Failure to submit the same can lead to the rejection of the candidature. Separate communication will be sent in this regard in due course.

E-ADMIT CARD FOR

Recruitment to 01 post of Private Secretary, Commission for Agricultural Costs and Prices CACP, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare. [Advt. No. 14/2021 dated 09.10.2021, Vacancy No. 21101402409, Item No. 02]

NOTICE

Union Public Service Commission will be conducting a Computer Based Skill Test for the above mentioned post on **27.11.2022 (Sunday) from 08.15 A.M to 02.10 P.M at Institute of Secretariat Training & Management, Department of Personnel & Training, Administrative Block, opposite Bersarai market, JNU campus (old), New Delhi – 110067. Candidates' reporting time at the centre venue: 08.15 A.M.** The Commission has uploaded the e-Admit Cards for the Computer Based Skill Test for the convenience of the admitted candidates on its Website (<http://www.upsc.gov.in>) and (<http://www.upsconline.nic.in>). The candidates are advised to download their e-Admit Cards and take a printout thereof. The admitted candidates will have to produce the printout of their e-Admit Cards at the allotted venue for appearing in the Computer Based Skill Test. The candidates who do not have clear photographs on the e-admit card will have to bring two passport size photographs for appearing in the Skill Test with an undertaking alongwith original photo identity proof such as Aadhar Card, Driving License, Passport, Voter ID etc. **No paper Admit Card will be issued for this Skill Test by the Commission.**

The candidates are advised to take a printout of the e-Admit Card. In case of any discrepancy, the same may be communicated to the Commission at the earliest to enable the Commission to take a decision in the matter. In case of any difficulty, the candidates may contact UPSC Facilitation Counter at Telephone No. 011-23381125, 23385271 and 23098543 between 10.00 A.M to 05.00 P.M on all working days.

UNION PUBLIC SERVICE COMMISSION
ADDENDUM – NOTICE TO CANDIDATES

Reference Union Public Service Commission's Advertisement No. 14/2021 published on 09.10.2021, Vacancy No. 21101402409, Item No. 02 with closing date of submission of Online Application being 23:59 Hrs. on 28.10.2021 for Recruitment to 01 post of Private Secretary, Commission for Agricultural Costs and Prices CACP, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

The Commission have decided to conduct a COMPUTER BASED SKILL TEST for short-listing the candidates for the posts on **27.11.2022 (SUNDAY) from 08.15 A.M to 02.10 P.M (CANDIDATE'S REPORTING TIME AT EXAM CENTRE IS 08.15 A.M.)**.

EXAM CENTRE: Institute of Secretariat Training & Management, Department of Personnel & Training, Administrative Block, opposite Bersarai market, JNU campus (old), New Delhi – 110067 NOTE: No request for change of Exam Centre Will be entertained	I. Scheme of the Test: (i) Dictation: 10 minutes @ 100 words per minute for Hindi and English separately (ii) Transcription: 40 minutes (English) and 55 minutes (Hindi) on Computers II. Weightage (i) Transcription (English/Hindi) : 75% (300 marks) (ii) Interview : 25% (100 marks) (iii) Total : 100% (400 marks)
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